



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

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IN REPLY PLEASE

REFER TO FILE:

PJ-2

March 27, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**MARTIN LUTHER KING, JR./DREW MEDICAL CENTER
WOMEN'S HEALTH CENTER OF EXCELLENCE
ADOPT AND ADVERTISE
SPECS. 6580; C.P. 86522
SUPERVISORIAL DISTRICT 2
3 VOTES**

JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND THE DIRECTOR OF HEALTH SERVICES THAT YOUR BOARD:

1. Find that the project is categorically exempt under the California Environmental Quality Act, Section 15301(a), and under Class 1(d) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Adopt plans and specifications for construction of the Martin Luther King, Jr./Drew Medical Center Women's Health Center of Excellence Project at an estimated construction contract cost between \$507,200 and \$697,400 and instruct the Executive Officer to advertise for bids to be received and opened on May 6, 2003, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow Public Works to solicit construction bids for the Women's Health Center of Excellence Project at Martin Luther King, Jr./Drew Medical Center.

On November 13, 2001, your Board authorized Public Works to proceed with design services for the Women's Health Center, which will provide a full range of clinical services supporting adolescent to geriatric medicine for women. These new comprehensive women's health services will be located on the second floor of the Martin Luther King, Jr./Drew Medical Center Trauma Center in approximately 8,300 square feet of reconfigured space at a total cost of \$1,743,000.

The Women's Health Center will serve as the first comprehensive "One-Stop-Shop" women's center in South Central Los Angeles and is designed to address the needs of women 12 years of age and older. This facility will be open Monday through Friday and will provide quality, comprehensive health care blending a complement of primary care, specialty services, case management, health promotion, preventive diagnosis and treatment, and follow-up services.

These services are to be provided through integrated clinical programs offered by the Departments of Obstetrics/Gynecology, Pediatrics, and Internal Medicine from the Martin Luther King, Jr./Drew Medical Center, as well as the Department of Mental Health; Health Services Office of AIDS Programs; and Policies, Alcohol, and Drug Program Administration. This integration will be further enhanced by providing social services, patient education, and outreach programs that address the needs of minority and low income women.

The original interior design for the second floor of the Trauma Center contemplated an outpatient clinic to house obstetrics/gynecology services. Construction was completed in April 2000. The proposed renovation of approximately 8,300 square feet of the 30,200 square feet on the second floor of the Trauma Center includes changes to wall locations and accompanying modifications to air conditioning, plumbing, lighting, electrical, and telecommunication systems on the southern portion of the floor. In addition, finished upgrades will be provided in some examination rooms and throughout many of the hallways on the floor. Since the last Board action, an additional 1,800 square feet has been added to the scope of work with the concurrence of the Chief Administrative Office, including a new pharmacy, three nurse stations, modifications to the ultrasound area, and redesign of the children's play area and specialty clinic. The current project budget accommodates the additional project scope.

Staffing for the Women's Health Center Obstetrics/Gynecology and specialty clinics will be provided by existing staff from the Martin Luther King, Jr./Drew Medical Center. Existing staff from the Department of Mental Health, Alcohol and Drug Administration, Injury and Violence Prevention Program, and Health Education Program will be assigned to provide mental health, health education, substance abuse, domestic violence, and HIV information and referral services.

Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goal of Service Excellence by improving access to comprehensive health care services for women, the Goal of Fiscal Responsibility by investing in public infrastructure, and the Goal of Children and Families' Well-Being by coordinating and integrating services for children and families across functional boundaries. Construction of this facility will provide a state-of-the-art health facility for the residents of Los Angeles County.

Implementation of Health Services Redesign

This project meets Health Services' Strategic Goal of Enhancing the Health of the Residents of Los Angeles County in an operational and efficient manner by consolidating a wide range of women's services at one location to improve patient access to care and quality of health care services. These services will be provided with no additional programmatic cost to Health Services and will not alter the facility commitment of reducing costs as part of Health Services' System Redesign.

FISCAL IMPACT/FINANCING

On November 13, 2001, your Board approved a total project budget of \$1,743,000 for the Women's Health Center. Sufficient funding is included in the 2002-03 Capital Projects Budget for this project under C.P. 86522. The cost to complete the project will be fully offset by surplus bond proceeds from the Trauma Center financing issue and by \$96,000 allocated from the Second Supervisorial District Extraordinary Maintenance Discretionary Funds transferred to the Capital Project/Refurbishment Budget.

As indicated in Enclosure A, reallocation of \$142,460 from the construction category to plans and specifications (\$28,460) and County services (\$114,000) was executed under delegated authority, with the concurrence of the Chief Administrative Office, in order to accommodate the design and management of the additional scope of work that includes a pharmacy, three nurse stations, modifications to the ultrasound area, and redesign of

the children's play area and specialty clinic. The total project budget remained unchanged.

The architect/engineer's cost estimate currently indicates that the construction cost may be significantly below the budgeted amount. However, it is recommended that the budget not be reduced at this time. After bid opening, we will return to your Board with a firm contract amount. At that time, we will recommend a change to the budget, if appropriate.

The Project Schedule and Budget Summary are included in Enclosure A.

The 2002-03 Capital Projects Budget (C.P. 86522) also includes \$553,000 in appropriation for the acquisition of equipment to support the operation of the Women's Health Center. The \$553,000 represents the unexpended portion of \$904,000 in Second District Extraordinary Maintenance Funds specified for this purpose. The Chief Administrative Office will either complete an appropriation adjustment transferring the \$553,000 to Health Services' Operating Budget or will include an adjustment as part of its Supplemental Changes to the Proposed 2003-04 Operating Budget, upon verification of the Women's Health Center equipment needs.

Operating Budget Impact

Sufficient funding is included in the 2002-03 Health Services' Operating Budget to provide the services planned for the Women's Health Center. Services, supplies, and relocation costs will be absorbed in the current operating budget. Existing staffing resources, as prepared and summarized by Health Services in Enclosure C, will be reallocated from the Martin Luther King, Jr./Drew Medical Center to provide clinical and support services.

The Southwest Cluster Budget includes funding of approximately \$3,400 for relocation costs as well as \$3,640,000 for ongoing operating costs, which consist of \$3,145,000 for salaries and employee benefits and \$495,000 for services and supplies.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On November 13, 2001, your Board authorized the Director of Public Works to commence the design of the Women's Health Center at Martin Luther King, Jr./Drew Medical Center.

The project schedule was extended by approximately seven months to incorporate a pharmacy, three nurse stations, modifications to the ultrasound area, and redesign of the children's play area and specialty clinic into the design of the center. The revisions to the drawings were completed by amending the architect/engineer contract, and the funds to supplement the contract were reallocated from within the current budget under delegated authority.

The design documents for the center were completed and approved by the Office of Statewide Health Planning and Development.

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to attest their willingness to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

ENVIRONMENTAL DOCUMENTATION

The proposed project has been reviewed and determined to be categorically exempt under CEQA, Section 15301(a), and under Class 1(d) of the County of Los Angeles Environmental Document and Guidelines adopted by your Board on November 17, 1987. A Notice of Exemption will be filed with the County Clerk.

CONTRACTING PROCESS

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

Following receipt of bids, we will return to your Board for construction contract award.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business with the County" website.

Participation by Community Business Enterprises in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The basement and ground floor of the Trauma Center are currently operational. The work to complete the second floor will be performed in a manner that will minimize the disruption of services in the basement and on the ground floor. The seven-month construction project is scheduled to begin June 30, 2003. The project specifications require the contractor to coordinate its construction schedule with the facility's staff to minimize disruption of services.

The Honorable Board of Supervisors
March 27, 2003
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CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects), Health Services, and Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

THOMAS L. GARTHWAITE, M.D.
Director of Health Services

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Enc. 3

cc: County Counsel
Department of Mental Health
Department of Public Social Services (GAIN/GROW Program)
Office of Affirmative Action Compliance

March 27, 2003

ENCLOSURE A

**MARTIN LUTHER KING, JR./DREW MEDICAL CENTER
WOMEN'S HEALTH CENTER OF EXCELLENCE
ADOPT AND ADVERTISE
SPECS. 6580; C.P. 86522**

I. PROJECT SCHEDULE

| Project Activity | Scheduled Completion Date | Revised Completion Date |
|-----------------------------|--------------------------------------|------------------------------------|
| Construction Documents | 03/20/02 | 10/15/02* |
| Jurisdictional Approvals | 07/22/02 | 03/06/03* |
| Advertise for Bids | 08/20/02 | 04/08/03 |
| Award Construction Contract | 10/22/02 | 06/03/03 |
| Construction | 03/24/03 | 11/14/03 |
| Acceptance of Project | 04/24/03 | 12/30/03 |

* Indicates completed activity

II. PROJECT BUDGET

| Budget Category | Current Project Budget | Revision to Budget Under Delegated Authority | Impact of this Action | Revised Project Budget |
|--------------------------|------------------------|--|-----------------------|------------------------|
| Construction | | | | |
| Base Contract | \$ 1,040,000 | \$ (125,460) | | \$ 914,540 |
| Change Order Allowance | <u>\$ 152,000</u> | <u>\$ (17,000)</u> | | <u>\$ 135,000</u> |
| Subtotal | \$ 1,192,000 | \$ (142,460) | | \$ 1,049,540 |
| Equipment | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Plans and Specifications | \$ 182,000 | \$ 36,460 | | \$ 218,460 |
| Design Contingency | <u>\$ 8,000</u> | <u>\$ (8,000)</u> | | <u>\$ 0</u> |
| Subtotal | \$ 190,000 | \$ 28,460 | \$ 0 | \$ 218,460 |
| Consultant Services | \$ 150,000 | \$ 0 | \$ 0 | \$ 150,000 |
| Permits and Fees | \$ 20,000 | \$ 0 | \$ 0 | \$ 20,000 |
| County Services | \$ 191,000 | \$ 114,000 | \$ 0 | \$ 305,000 |
| TOTAL | \$ 1,743,000 | \$ 0 | \$ 0 | \$ 1,743,000 |

March 27, 2003

ENCLOSURE B

**MARTIN LUTHER KING, JR./DREW MEDICAL CENTER
WOMEN'S HEALTH CENTER OF EXCELLENCE
ADOPT AND ADVERTISE
SPECS. 6580; C.P. 86522**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

| <u>SD</u> | <u>SPECS</u> | <u>PROJECT</u> | <u>BID DOC FEE</u> | <u>DATE OF BID OPENING</u> |
|------------------|---------------------|---|-------------------------------|---------------------------------------|
| 2 | 6580 | MLK, Jr./Drew Medical Center Women's Health Center of Excellence Trauma Center Second Floor 12021 South Wilmington Avenue Los Angeles, CA 90059 | \$50 | 05/06/03 |

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, 1st Floor, 900 South Fremont Avenue, Alhambra, California 91803, for the fee stated above. For bid information, please call Ron Beal of Architectural Engineering Division at (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in Conference Room D, 1st Floor, at 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess a "B" license classification at the time of bid. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en Español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 S. Fremont Ave.), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 S. Ave. Fremont), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de Lunes a Jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated April 8, 2003.

Specs. 6580

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES

March 27, 2003

ENCLOSURE C

**MARTIN LUTHER KING, JR./DREW MEDICAL CENTER
WOMEN'S HEALTH CENTER OF EXCELLENCE
ADOPT AND ADVERTISE
SPECS. 6580; C.P. 86522**

| Service | Positions | Existing Staff Location |
|--|------------------|--|
| Primary Care Adolescent Medicine Breast Clinic Diabetes Testing Endocrine/Cardiology Gynecology Hypertension Screening Nutritional Counseling Obstetrics Subtotal | 40 | Hospital Ambulatory Care Obstetrics/Gynecology Pediatric Family Medicine Internal Medicine Services |
| Cardiology Dental Screening Dermatology Gastroenterology Geriatrics Nutrition Optometry Osteoporosis Services Podiatry Expanded Dentistry Subtotal | 8.7 | The equivalent of 8.7 positions will be available to provide services through the relocation of specialty clinic sessions from the existing hospital to the Women's Health Center, augmented by 14 new sessions. |
| Domestic Abuse Counseling Health Education HIV/AIDS Services Substance Abuse Subtotal | 4.3 | Public Health |
| Mental Health Counseling | 5 | Mental Health |
| TOTAL | 58 | |

SPECIALTY CLINIC SUMMARY

| Total | Item/Position | Cost Center | Number of Clinic Sessions | Percent of Time Allocated to Women's Health Center |
|--------------|--|------------------------------|----------------------------------|---|
| 1 | Existing Ob/Gyn Staff | 7933-Ob/Gyn | 9 | NA |
| 1 | Physician Specialist Dermatology | 6882-Internal Medicine | 1 | 10 |
| 1 | Physician Specialist Gastrologist | 6882-Internal Medicine | 2 | 20 |
| 1 | Physician Specialist Endocrinologist | 6882 Internal Medicine | 1 | 10 |
| 1 | Physician Specialist Optometrist | 6813-Ophtalmology | 1 | 10 |
| 1 | Dental Specialist | 7941-Physician Dental Clinic | 1 | 10 |
| 1 | Physician Specialist Pediatric Adolescent Medicine | 6808-Pediatrics | 3 | 30 |
| 1 | Clinic Nurse 1 | 7131-Ob/Gyn | Support Staff | 100 |
| 1 | Ultrasound Technician | 7933-Ob/Gyn | Support Staff | 100 |
| 4 | Intermediate Typist Clerk | 7131-Ob/Gyn | Support Staff | 100 |
| 1 | PRW | 8561-Admitting | Support Staff | 100 |
| 1 | Nurse Practitioner | 7933-Ob/Gyn | Support Staff | 30 |
| 1 | Nutritionist/Dietitian | Morrison's Contract | Support Staff | 50-100 |
| 1 | Data System Analyst I | 8482-Information Systems | Support Staff | 30 |
| 1 | Health Educator | 7933-Ob/Gyn | Support Staff | 30 |
| 1 | Cashier | 8557-Expenditure Management | Support Staff | 50 |
| 1 | Intermediate Cashier | 8557-Expenditure Management | Support Staff | 50 |
| 20 | | | | |

EQUIPMENT LISTING

| Delivered/Received | Amount | To Be Purchased | Amount |
|---------------------------|----------------------|--|----------------------|
| Acuson Sequoia Ultrasound | \$ 262,170.00 | Bone Densitometer | \$ 13,850.00 |
| Aloka Portable Ultrasound | \$ 38,449.00 | EKG Machines | \$ 16,000.00 |
| Colposcopes w/Accuscope | \$ 29,270.00 | Laparoscopic System and Accessories | \$ 33,895.00 |
| Leep System | \$ 14,547.00 | Lifepak 12 Defibrillator/Monitor w/AED and Printer | \$ 21,345.65 |
| | | Histeroscopy System (Operative and Diagnostic) | \$ 21,000.00 |
| | | Colposcope | \$ 19,000.00 |
| | | Sigmoscope | \$ 10,000.00 |
| TOTAL | \$ 344,436.00 | | \$ 135,090.65 |